

10 Applying References and Hyperlinks

LESSON SKILL MATRIX

Skill	Exam Objective	Objective Number
Applying a Hyperlink	Apply a hyperlink to text or graphic.	6.1.1
	Use a hyperlink as a bookmark.	6.1.2
	Link a hyperlink to an email address.	6.1.3
Creating Endnotes and Footnotes in a Document	Demonstrate the difference between endnotes and footnotes.	6.2.1
	Configure footnote and endnote format.	6.2.3
	Manage footnote and endnote locations.	6.2.2
	Change footnote and endnote numbering.	6.2.5
	Presentation.	6.2.4
Creating a Table of Contents in a Document	Use default formats.	6.3.1
	Set tab leaders.	6.3.4
	Set alignment.	6.3.3
	Set levels.	6.3.2
	Modify styles.	6.3.5
	Update a table of contents.	6.3.6

KEY TERMS

- bookmark
- endnote
- footnote
- hyperlink
- tab leader
- table of contents



You have just begun a new career as a project manager at Proseware, Inc., a web development company. One of the responsibilities of this position includes meeting with new clients who want to develop new websites or redesign existing sites. To help make this process easier, you decide to create a template that you can use to plan website development for each client. Although the template is only about seven pages long, you know it will get longer as the sections are filled in and completed for each client. In this lesson, you will apply a hyperlink to text and graphics, apply bookmarks in a document, link to an email address, create endnotes and footnotes, and create a table of contents so that all sections of the document can be referred to easily among client representatives and coworkers during the planning and development of websites.

UNDERSTANDING HYPERLINKS

A **hyperlink** is a location to an internal or external page that readers follow when opening a new page. To access the page, you would press the left mouse button on the hyperlink. Hyperlinks can be applied to text or graphics and these can be in the document where the link would jump from one page to the next. Hyperlinks can be external links to a web page on the Internet. The hyperlink follows a specific target location within the document as a bookmark, as an email address, or to an external location. Hyperlinks can be applied to text or graphics. In this exercise, you learn to apply a hyperlink to text and an image, remove a hyperlink and ScreenTip, add a bookmark, and add an email as a hyperlink.

The Bottom Line

Applying a Hyperlink

Working with hyperlinks quickly takes you to the location within the document, web page, bookmark, or email address. In this exercise, you learn to insert a hyperlink in text and an image, add a ScreenTip, and remove a hyperlink and ScreenTip.

STEP BY STEP

Apply a Hyperlink

@ The **proseware_weblayout** document file for this lesson is available on the book companion website or in WileyPLUS.

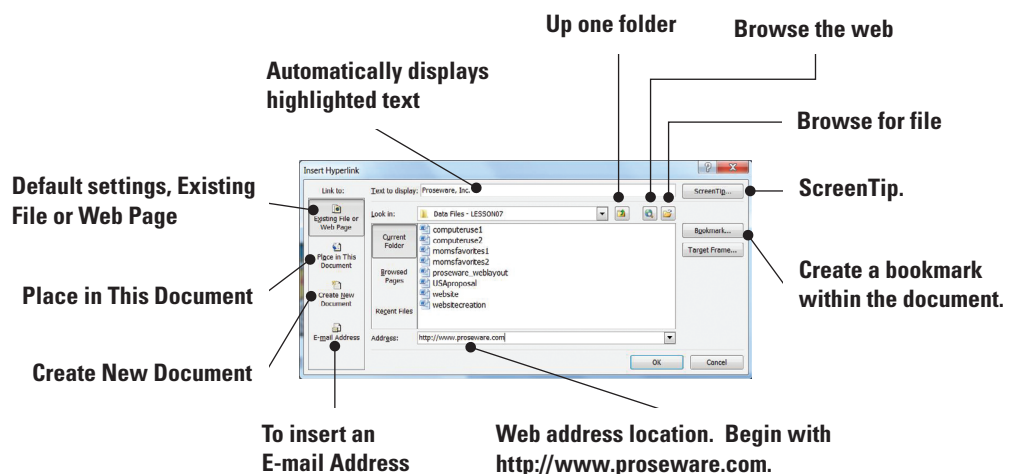
GET READY. Before you begin these steps, be sure to launch Microsoft Word.

1. **OPEN** the **proseware_weblayout** document from the lesson folder.
2. On the Home tab, in the Paragraph group, click the **Show/Hide** button to enable.
3. Select the company name, Proseware, Inc.
4. On the Insert tab, in the Links group, click the **Hyperlink** button to open the Insert Hyperlink dialog box as shown in Figure 10-1. The Insert Hyperlink dialog box opens.

Figure 10-1

Insert Hyperlink dialog box

WILEY PLUS EXTRA
WileyPLUS Extra! features an online tutorial of this task.

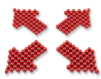


**CERTIFICATION
READY? 6.1.1**

How do you apply a
hyperlink to text?

**CERTIFICATION
READY? 6.1.1**

How do you apply a
hyperlink to a graphic?


Another Way

Using the shortcut
Ctrl+K will open the Insert
Hyperlink dialog box.

5. In the Address box, key <http://www.proseware.com/>. Click **OK**. You have created a link for the company to link directly to the external website.
6. In text, the company name appears underlined in blue and is linked. Since this is a fictitious company, the link will direct you to the Microsoft official website. To check the link, press the **Ctrl** key and click to go directly to the website. Notice the ScreenTip appearing above the hyperlink. When you click on the link, the hyperlink changes to another color. Also, when you hover over the link, you will see the ScreenTip.
7. Select the first image to the top left. The next step is to link the graphic to the company website.
8. In the Links group, click the **Hyperlink** button. With the dialog box open, key <http://www.proseware.com>. As you begin keying, Autofill recognizes text and completes the entry for you.
9. Click the **Screen Tip** button. The Set Hyperlink ScreenTip dialog box appears. Key **PWI**. Click **OK** to close the Set Hyperlink ScreenTip dialog box. Click **OK** to close the Edit Hyperlink dialog box.
10. Place your insertion point over the first image and notice the ScreenTip PWI appears.
11. Repeat steps 6–8 for the second image and test your links.
12. **SAVE** the document as *proseware_weblayout_links* in your USB flash drive in the lesson folder.

PAUSE. LEAVE the document open to use in the next exercise.

Removing a Hyperlink and ScreenTip

Once a hyperlink is removed, it will no longer be linked to a document or external web location. Hyperlinks are removed the same way for text and images. After a ScreenTip is deleted, it will not display in the hyperlink. In this exercise, you learn to remove a hyperlink and ScreenTip.

STEP BY STEP

Remove a Hyperlink and ScreenTip

USE the document open from the previous exercise.

1. Select the second image.
2. Use the shortcut keyboard command **Ctrl+K** to access the Insert Hyperlink dialog box.
3. Click **Remove Link** to remove the hyperlink.
4. Select the first image and on the Links group, click the **Hyperlink** button.
5. Click the **Screen Tip** button and delete PWI. Click **OK**.
6. Place your insertion point over the first image and notice the ScreenTip no longer appears.
7. **SAVE** the document as *proseware_weblayout_links1* in your USB flash drive in the lesson folder.

PAUSE. LEAVE the document open to use in the next exercise.

Adding a Bookmark

A **bookmark** is a location or a selection of text that you name and identify for future reference. For instance, you may like to revisit a page in a document and locate text; in this case, you could use the Bookmark dialog box and get there quickly using the name of the bookmark you created. Bookmark names can contain numbers, but they must begin with a letter. You cannot have any spaces in a bookmark name, so use an underscore to separate words or put the words together—for example, Trade_Secrets or TradeSecrets. In this exercise, you learn to add a bookmark inside a document.

STEP BY STEP**Add Bookmark**

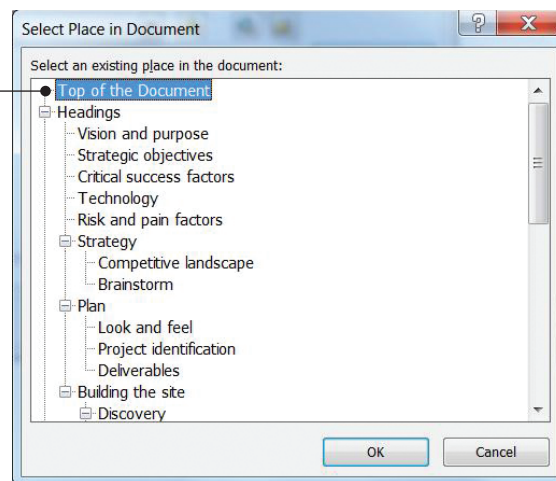
USE the document open from the previous exercise.

1. Select the **Web Site Creation Strategy** text.
2. On the Insert tab in the Links group, click the **Hyperlink** button. In the Insert Hyperlink dialog box, click the **Bookmark** button. The Select Place in Document dialog box opens.
3. Scroll up and select **Top of the Document** as shown in Figure 10-2. Click **OK** to close the Select Place in Document dialog box. Notice the Address bar in the Insert Hyperlink dialog box displays in the box #Top of the Document—this will link to the beginning of the document. Click **OK** to close the Insert Hyperlink dialog box.

Figure 10-2

Select Place in Document dialog box

Bookmark is set to link to top of document.

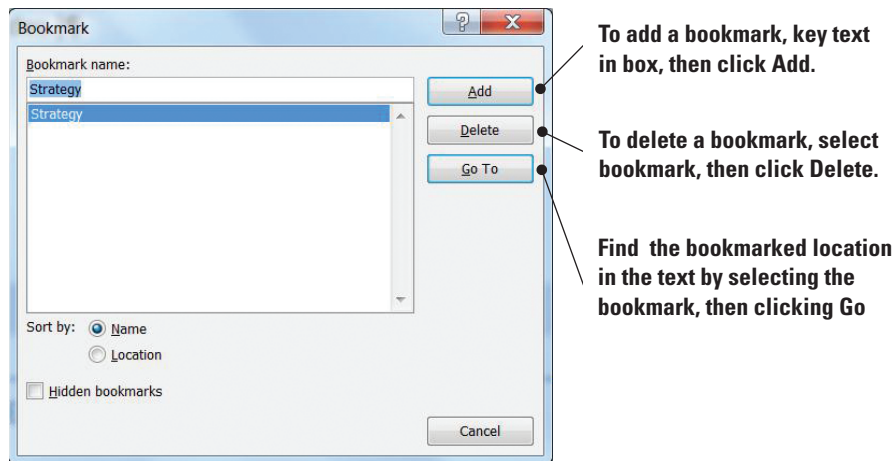


4. Press **Ctrl+End** to move to the end of the document.
5. Press **Enter** after the email image and key **Back to Top**.
6. Select **Back to Top** then press **Ctrl+K** to open the Insert Hyperlink dialog box.
7. Click the **Bookmark** button and scroll up and select **Top of the Document**. Click **OK** twice. The Back to Top link changes to a **Bookmark** link.
8. Test the Bookmark by pressing and holding the **Ctrl** key and clicking the **Back to Top** link. Notice that it automatically goes to the top of the document.
9. **SAVE** the document as *proseware_weblayout_links2* in your USB flash drive in the lesson folder.
10. The next step is to create bookmarks based on headings and use the GoTo command to go directly to the bookmark.
11. On page 2, double-click to select the word **Strategy**. In the Links group, click the **Bookmark** button and key the word **Strategy** in the box. Click **Add** and the word Strategy is added, as shown in Figure 10-3. Complete step 11 again for the headings listed in the table below until the additional five text items are bookmarked. In the last item after clicking Add, click **OK** to close the Bookmark dialog box.

Plan
Discovery
Design
Implementation
Stabilization

Figure 10-3

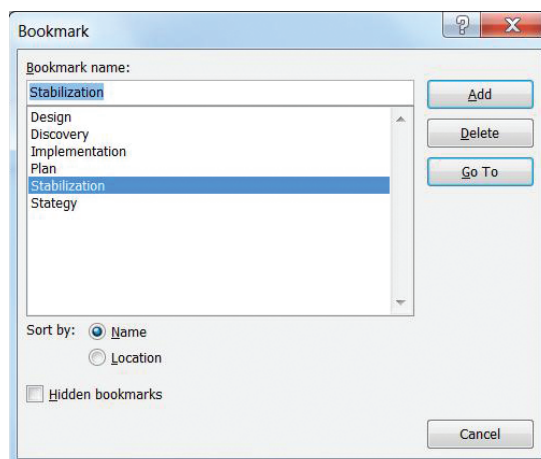
Bookmark dialog box



12. Bookmark names can contain up to 40 characters and spaces are not allowed when using Bookmarks; therefore, you would use an underscore to separate words. With Stabilization still highlighted, click **Bookmark** again. Your screen should match Figure 10-4. Click **Cancel**.

Figure 10-4

Bookmark dialog box with bookmarks added

**CERTIFICATION READY? 6.1.2**

How do you insert a bookmark in a document?

13. Position the insertion point at the beginning of the document by pressing **Ctrl+Home**. In the Links group click the **Bookmark** button. Test each link by selecting the bookmark name and then click the **Go To** button. Select **Design** and then click **Go To**, and the word is automatically highlighted in the document. After testing all bookmarks, click **Close**.

14. **SAVE** the document in your USB flash drive in the lesson folder.

PAUSE. LEAVE the document open to use in the next exercise.



You can access the Go To command in one of the following ways: (1) use the Select Browse Object, (2) click the shortcut key F5, or (3) click the Edit group, and then click the Find Button. Using any one of these commands will open the Find and Replace dialog box, as you learned in Lesson 2.

**Troubleshooting**

If your bookmark does not run properly, delete the bookmark, select the text, key the same text, and then click Add.

Adding an Email as a Hyperlink

An email address link is used to provide contact information, elicit feedback, or request information. In this exercise, you learn to add an email as a hyperlink.

STEP BY STEP

Add an Email as a Hyperlink

USE the document open from the previous exercise.

1. Press **Ctrl+End** to move to the end of the document.
2. Click the email image to select it.

Take Note

Email links can be applied to text or images.

3. In the Links group of the Insert tab, click the **Hyperlink** button or press **Ctrl+K**. The Insert Hyperlink dialog box opens.
4. Under the Link to section, click **E-mail Address**. Notice the middle portion of the dialog box changes. In the E-mail address section, key **manager@proseware.com** in the box. Mail to automatically appears when you begin keying the email address. For the Subject box, key **Web Design** as displayed in Figure 10-5. Click the **ScreenTip** button to open the Set Hyperlink ScreenTip dialog box; then in the ScreenTip text box, key **Manager**. Click **OK** twice.

Key email address.
Mailto: automatically
displays.

Key a subject
in the box.

Select E-mail Address
to insert link.

To create a ScreenTip

Select image or text to
create an e-mail link.

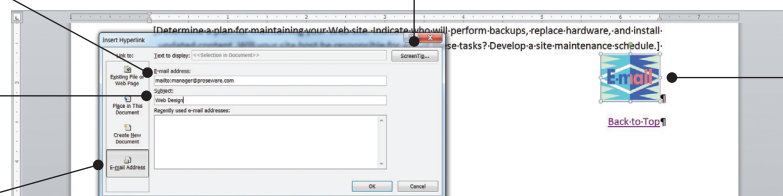


Figure 10-5

Insert Hyperlink dialog box
E-mail Address link

**CERTIFICATION
READY? 6.1.3**

How do you apply a hyperlink
to an email address?

5. Hover your mouse over the E-mail image and the ScreenTip Manager appears. Test your email link by pressing the **Ctrl** key and clicking the left mouse button once. Outlook automatically opens with the email address and subject line inserted. This type of hyperlink is known as a mailto link.

6. **SAVE** the document in your USB flash drive in the lesson folder and close the file.

PAUSE. LEAVE Word open to use in the next exercise.

CREATING FOOTNOTES AND ENDNOTES

Both endnotes and footnotes are citations in a document. A **footnote** is placed at the bottom of the page in the document on which the citation is located, while an **endnote** is at the end of document. Footnotes and endnotes are automatically numbered. Edits to a footnote or endnote are made within the text. Deleting a footnote or endnote will automatically renumber the remaining footnotes or endnotes. As a student, you will use these in your research papers. In this lesson, you learn to insert a footnote and endnote into a document.

The Bottom Line

Creating Footnotes in a Document

STEP BY STEP

Create Footnotes and Endnotes

@ The *firstladies* document file for this lesson is available on the book companion website or in WileyPLUS.

GET READY. Before you begin these steps, be sure to launch Microsoft Word.

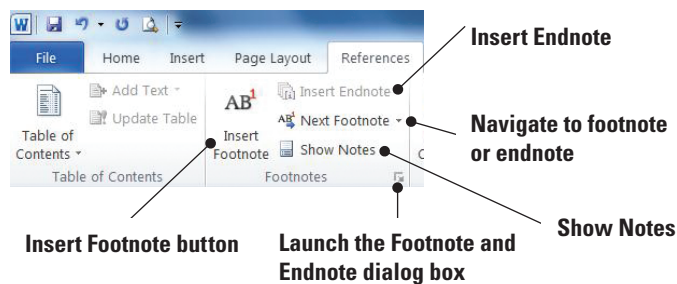
1. **OPEN** the *firstladies* document from the lesson folder.
2. Place the insertion point at the end of the third paragraph.
3. On the References tab, click the **Insert Footnote** button in the Footnotes group, as shown in Figure 10-6. A superscript 1 is placed after the paragraph and at the end of the document.

Figure 10-6

References tab



WileyPLUS Extra! features an online tutorial of this task.

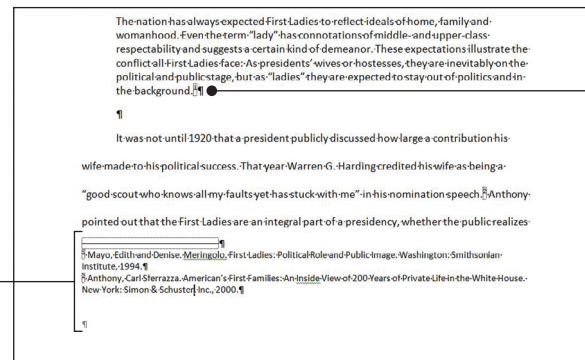


4. Key **Mayo, Edith and Denise, Meringolo. First Ladies: Political Role and Public Image. Washington: Smithsonian Institute, 1994.** At the end of the third paragraph is a superscript 1, place the insertion point by the superscript and a ScreenTip appears displaying the footnote text.
5. On page 1, fourth paragraph, place the insertion point at the end of the second sentence (before Anthony). In the Footnotes group, click the **Insert Footnote** button. A superscript 2 is placed after the punctuation.
6. At the bottom of the document page, key **Anthony, Carl Sferrazza. American's First Families: An Inside View of 200 Years of Private Life in the White House. New York: Simon & Schuster, Inc., 2000.** The bottom of page 1 should resemble Figure 10-7.

Figure 10-7

Unformatted footnotes

Unformatted footnote at bottom of page. A border line automatically appears above footnote.



Second footnote added

7. On page 2, fifth paragraph, end of third sentence, in the Footnotes group, click the **Insert Footnote** button. A superscript 3 is placed after the punctuation.
8. At the bottom of the document page, key **Gutin, Mayra G. The President's Partner: The First Lady in the Twentieth Century. Westport: Greenwood Press, 1989.**
9. **SAVE** the document as *firstladies_footnotes* in your USB flash drive in the lesson folder.

PAUSE. LEAVE the document open to use in the next exercise.

**CERTIFICATION
READY? 6.2.1**

How do you create
a footnote?

Formatting Footnotes and Endnotes

According to the Modern Language Association (MLA), a bottom-of-the-page footnote in MLA Style is single spaced with a hanging indent and double spacing between each footnote, whereas an endnote is double-spaced with no hanging indent. The dialog box contains additional options to change the numbering format and location for both footnotes and endnotes. In this lesson, you learn to format a footnote and endnote.

STEP BY STEP

Format Footnotes

USE the document open from the previous exercise.

CERTIFICATION READY? 6.2.3

How you do organize endnotes and footnotes?

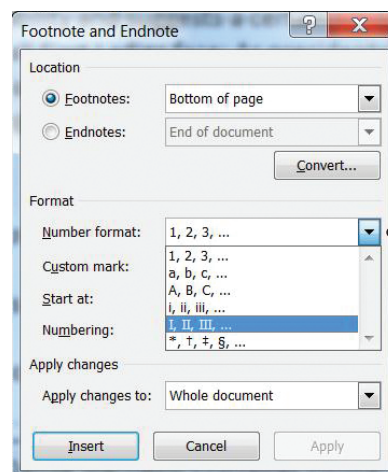
CERTIFICATION READY? 6.2.2

How do you change the position location for a footnote or endnote?

1. Press and hold the left mouse button to select the first footnote beginning with Mayo. . . 1994.
2. On the Home tab, in the Paragraph group, launch the Paragraph dialog box and change the indent to a **hanging indent** and spacing after to **12**. Click **OK**.
3. Press and hold the **left mouse button** to select the second footnote and repeat step 2 to create a hanging indent.
4. For footnote number 3, repeat steps 1 to select and 2 to create a hanging indent. The footnotes have been formatted with a hanging indent and spaced appropriately.
5. Place your insertion point after the superscript 1 at the bottom of the document on page 1. On the References tab in the Footnotes group, click the **arrow** to launch the Footnote and Endnote dialog box. The Footnote and Endnote dialog box opens. In the Format section by Number format, click the **drop-down arrow** and select the uppercase Roman numerals, as shown in Figure 10-8. Click **Apply**. Notice the numbering format has changed.

Figure 10-8

Footnote and Endnote dialog box




Click drop-down arrow to change number format for footnote.

CERTIFICATION READY? 6.2.5

How do you change footnote and endnote numbering format?

CERTIFICATION READY? 6.2.4

How you do change the presentation of footnotes on the page?

6. In the third paragraph, place your insertion point before the first footnote superscript on page 1, press and hold the left mouse button to select the footnote. Launch the Footnote and Endnote dialog box. The Footnote and Endnote dialog box opens. In the Location section, by Footnotes, click the **drop-down arrow** and select **Below text**. Click **Apply**. The first footnote is moved below the third paragraph with a continuous section break.
7. Repeat the same steps for the second and third footnote to place them below text.
8. **SAVE** the document as **firstladies_footnotes1** in your USB flash drive in the lesson folder.
9. Place the insertion point behind the second footnote on the fourth paragraph, at the end of the second sentence. Delete the footnote. Notice the footnote number 3 is now 2. Footnotes are automatically renumbered and rearranged when one is deleted. Click **Undo** .
10. **SAVE** the document in your USB flash drive in the lesson folder.

PAUSE. LEAVE the document open to use in the next exercise.

Converting Footnotes and Endnotes

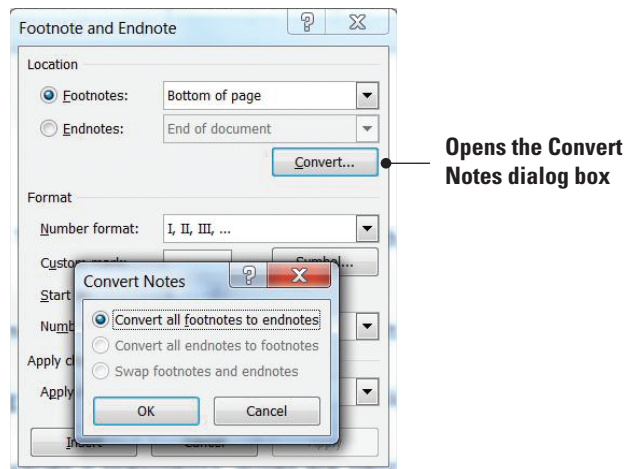
It is easy to convert from a footnote to an endnote. The process is the same for both types of notes. In this exercise, you learn to convert from footnotes to endnotes and to format the endnote.

OPEN the *firstladies_footnotes* document completed earlier in this lesson.

1. The insertion point is at the beginning of the first footnote below the horizontal line.
2. On the References tab in the Footnotes group, click the **arrow** to launch the Footnote and Endnote dialog box. The Footnote and Endnote dialog box opens.
3. Click the **Convert** button. The Convert Notes dialog box opens. The first option *Convert all footnotes to endnotes* is selected, as shown in Figure 10-9. Click **OK** to convert the notes and close the Convert Notes dialog box.

Figure 10-9

Convert Notes dialog box



**CERTIFICATION
READY? 6.2.1**

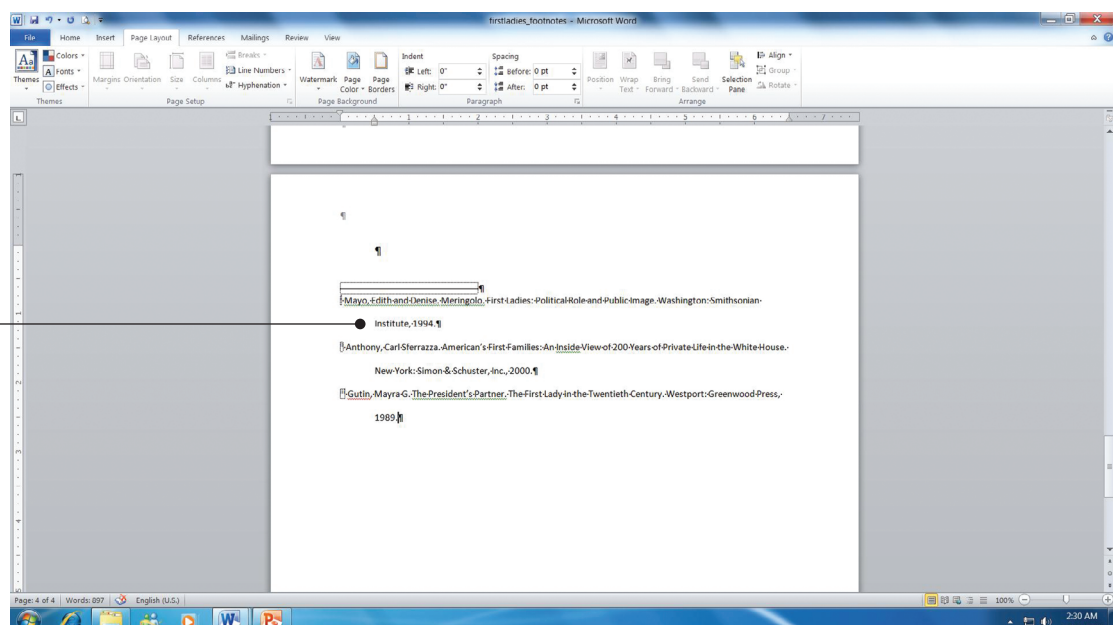
How do you format
an endnote?

4. Click **Insert** to close the Footnote and Endnotes dialog box. Scroll through to the end of the document and notice the footnotes are no longer positioned at the end of the page. The endnotes display at the end of the document in lowercase Roman numerals.
5. Place the insertion point after the last paragraph in the document and insert a page break.
6. Select the endnotes from beginning to end and format them by double spacing and create a hanging indent. The document should display as Figure 10-10.

Figure 10-10

Formatted endnote

Endnotes appear
at the end of the
document and are
formatted with a
hanging indent
and double space.



7. SAVE the document as **firstladies_endnotes** in your USB flash drive in the lesson folder and close the file.

PAUSE. LEAVE the document open to use in the next exercise.

CREATING A TABLE OF CONTENTS

The Bottom Line

A table of contents is usually found at the beginning of a long document to help readers quickly locate topics of interest. A **table of contents** is an ordered list of the topics in a document, along with the page numbers on which they are found. In this exercise, you learn to add a heading style and insert a table of contents.

Creating a Table of Contents from Heading Styles

Word makes inserting a table of contents easy using the built-in gallery of styles on the Table of Contents menu. The menu includes an automatic format and a manual format. Word automatically builds your table of contents using the Heading 1, Heading 2, and Heading 3 styles. In this exercise you will choose one of the automatic formats to create a table of contents (TOC).

STEP BY STEP

Create a Table of Contents

 The **website** document file for this lesson is available on the book companion website or in WileyPLUS.



WileyPLUS Extra! features an online tutorial of this task.

- 1. OPEN** the **website** document from the data files for this lesson.
- On the first page, fourth line, select **Planning the site**.
- On the Home tab, in the Styles group, click the **Heading 1** style.
- On the next line, select **Research**. Click the **Heading 2** style.
- On the next line, select **Research and Scheduling**. On the Home tab, in the Styles group, click the **Heading 3** style.
- Scroll through the document to verify that all the other headings have the correct styles applied to them. Before you can create a table of contents, heading styles must be applied to headings in the document as listed in Table 10-1.

Table 10-1

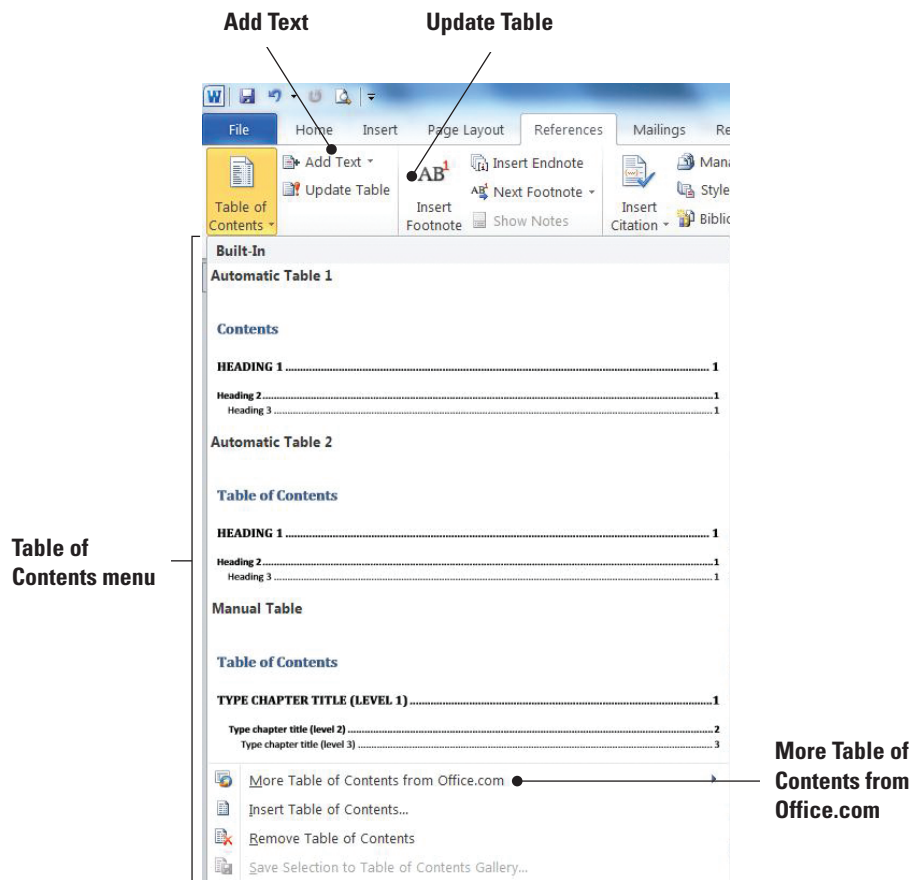
Headings and Styles Applied

Vision and Purpose	Heading 3	Risk Assessment	Heading 3
Strategic Objectives	Heading 3	Design	Heading 2
Critical Success Factors	Heading 3	Conceptual Design and Prototypes	Heading 3
Technology	Heading 3	Technology Architecture	Heading 3
Risk and Pain Factors	Heading 3	Quality Assurance	Heading 3
Strategy	Heading 2	Implementation	Heading 2
Competitive Landscape	Heading 3	Content Development	Heading 3
Brainstorm	Heading 3	Graphic Assets	Heading 3
Plan	Heading 2	Templates	Heading 3
Look and Feel	Heading 3	Functionality Testing	Heading 3
Project Identification	Heading 3	Updated Project Plan	Heading 3
Deliverables	Heading 3	Stabilization	Heading 2
Building the Site	Heading 1	Testing	Heading 3
Discovery	Heading 2	Bug Fixes	Heading 3
Team Structure	Heading 3	Deployment	Heading 3
Content	Heading 3	Maintenance Plan	Heading 3
Project Plan	Heading 3		

7. Return to page 1 by pressing **Ctrl+Home** and click on a blank line above the Web Site Creation Strategy title.
8. On the References tab, in the Table of Contents group, click the **Table of Contents** button. A gallery of built-in styles and a menu appears, as shown in Figure 10-11.

Figure 10-11

Table of Contents menu

**CERTIFICATION
READY? 6.3.1**

How do you create a table of contents using the default formats from the built-in styles?

9. Select the **Automatic Table 2** style. The table of contents is inserted in the document—scroll up to see the table of contents (see Figure 10-12). The table of contents is shaded in gray and each heading is linked to the document and follows the link.
10. Press the **Ctrl** key and click the mouse button to follow the link for Research.
11. **SAVE** your document as **website_template** in your USB flash drive in the lesson folder.

PAUSE. LEAVE the document open to use in the next exercise.

Figure 10-12

Automatic Table 2 style applied to document

Table of Contents button. The drop-down arrow will produce the Table of Contents menu.

Update Table button will open the Update Table of Contents dialog box.

Proseware, Inc. 28
Web Site Creation Strategy

Update Table...

Table of Contents

PLANNING THE SITE 2

Research 2

Research and scheduling 2

Vision and purpose 2

Strategic objectives 2

Critical success factors 3

Technology 3

Risk and pain factors 3

Strategy 3

Competitive landscape 3

Brainstorm 4

Plan 4

Look and feel 4

Project identification 4

Deliverables 4

BUILDING THE SITE 5

Discovery 5

Team structure 5

Content 5

Project plan 5

Risk assessment 6

Formatting a Table of Contents

You can use styles other than Heading 1, Heading 2, and Heading 3 to create a table of contents. The Table of Contents Options dialog box provides options for choosing which styles you want to include and at what level you would like them to appear in the table of contents.

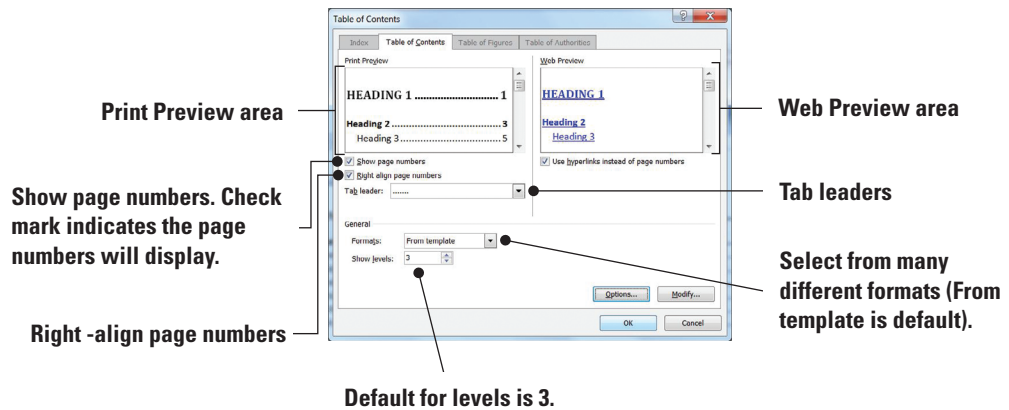
The Table of Contents dialog box has other options you can specify, including whether to show page numbers or right-align page numbers. You can also specify **tab leaders**, which are the symbols that appear between the table of contents topic and the tab set for the corresponding page number. In this lesson, you learn to format a table of contents by changing the alignment tab leaders and levels.

STEP BY STEP

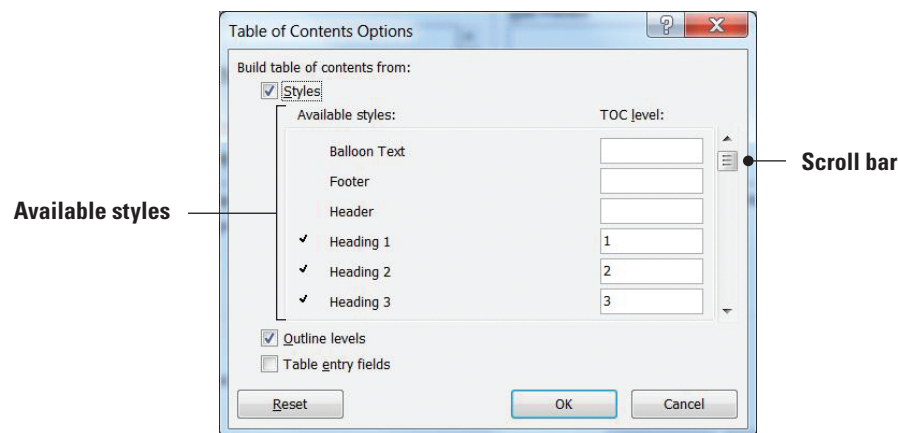
Format a Table of Contents

USE the document that is open from the previous exercise.

1. On the References tab, in the Table of Contents group, click the **Table of Contents** button.
2. Select **Insert Table of Contents** from the menu. The Table of Contents dialog box appears, as shown in Figure 10-13. The Print Preview box lists the styles used to create the table of contents. The Table of Contents dialog box offers options for you to specify whether to show page numbers and whether to right-align those page numbers. Tab leaders are symbols that serve as a visual guide from the headings to the page numbers. These can appear as periods, hyphens, lines, or none. The format for the Table of Contents can be changed to display different heading levels in the Table of Contents.

Figure 10-13Table of Contents
dialog box

3. Click the **Options** button. The Table of Contents Options dialog box appears, as shown in Figure 10-14. The Options dialog box provides options for choosing which styles to include and at what level you want them to appear in the table of contents.

Figure 10-14Table of Contents
Options dialog box

4. In the *Build table of contents from* section, scroll through the TOC level list. Notice the styles and their levels marked for inclusion in the table of contents.
5. Add a TOC level 4 by keying **4** in the box by Heading 4; a check mark is automatically placed by the heading. Click **OK** to close the Table of Contents Options dialog box, then click **OK** to close the Table of Contents dialog box.
6. If prompted to replace the selected table of contents, click **Yes**.
7. On the Home tab in the Styles group, notice that **Heading 4** is now available. Scroll down to page 3 and select the RISK AND PAIN FACTORS heading. On the Styles group, select **Heading 4**—the format for the selected text automatically changes and the Heading 4 style is applied.

Take Note**CERTIFICATION
READY? 6.3.3**How do you set alignments
for a table of contents?**CERTIFICATION
READY? 6.3.4**How do you set tab leaders
for a table of contents?

To remove Heading 4, open the Table of Contents dialog box and delete 4.

8. Press **Ctrl+Home** to return to the beginning of the document. Click the **References** tab in the Table of Contents group, click the **Table of Contents** button, and then select **Insert Table of Contents** from the menu. The Table of Contents dialog box opens. Under the General section, click the **drop-down arrow** on the Formats menu and select **Formal**.
9. In the Print Preview section, click the **drop-down arrow** on the Tab leader drop-down menu and select **hyphens**. By default, the Tab leader uses periods.
10. In the General section, notice that under the Show levels option, 4 levels is displayed. Therefore the preview screen displays four levels.
11. Click **OK** to close the Table of Contents dialog box. Word displays a prompt asking you if you want to replace the selected table of contents. Click **Yes**.
12. The new format for the table of contents displays four levels. The Risk and pain factors heading is listed as a level four, so it now displays in the table of contents.
13. **SAVE** the document as **website_template1** in your USB flash drive in the lesson folder.

**CERTIFICATION
READY? 6.3.2**

How do you set levels in a table of contents?

14. On the Table of Contents group, click the **Table of Contents** button, and then select **Insert Table of Contents** from the menu.
15. Click the **check box** for **Right align page numbers** to remove the check and turn off the right alignment. Notice that the Print Preview area displays no leaders. Click **OK**. A prompt box will appear asking if you want to replace the selected table of contents. Click **Yes**. The table of contents is updated with no alignment set.
16. **SAVE** the document as **website_template2** in your USB flash drive in the lesson folder. **PAUSE. LEAVE** the document open to use in the next exercise.

Modifying a Table of Contents

Modifying a table of contents allows you to change the properties and formatting and to decide whether you want to apply the changes to the present document or the Quick Style list, or add to the template to reapply. Any changes made will allow you to automatically update the document. In this lesson, you learn to modify a table of contents by changing the formatting and turning off the Quick Style list.

STEP BY STEP

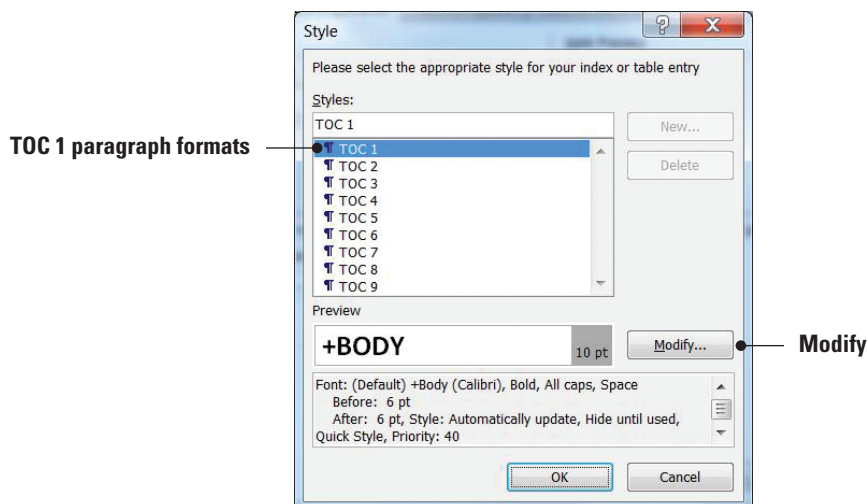
Modify a Table of Contents

USE the document that is open from the previous exercise.

1. Position the insertion point in the table of contents. On the References tab in the Table of Contents group, click the **Table of Contents** button, click **Insert Table of Contents**, and then click the **Modify** button in the lower right of the Table of Contents dialog box. The Style dialog box opens with TOC 1 selected, as shown in Figure 10-15.

Figure 10-15

Style dialog box



2. Click the **Modify** button from the Style dialog box. The Modify Style dialog box opens, as shown in Figure 10-16.
3. The alignment for TOC 1 is set to align text left; change this to **center**. Change the Font from Calibri to **Arial** and Size from 10 to **16**. The commands shown in the Modify Style dialog box resemble the commands on the Home tab, in the Font and Paragraph groups.
4. At the bottom of the dialog box, click the **Add to Quick Style list check box** to remove the check and turn off. Modifications made to the style will apply only to this document and automatically update the table of contents.
5. Click **OK** to accept your changes and close the Modify Style dialog box. Click **OK** to close the Style dialog box. Click **OK** to close the Table of Contents dialog box.
6. A prompt will appear asking if you want to replace the selected table of contents. Click **Yes**. Notice the changes made to the Heading 1 style.

**CERTIFICATION
READY? 6.3.5**

How do you modify the styles for a table of contents?

Figure 10-16

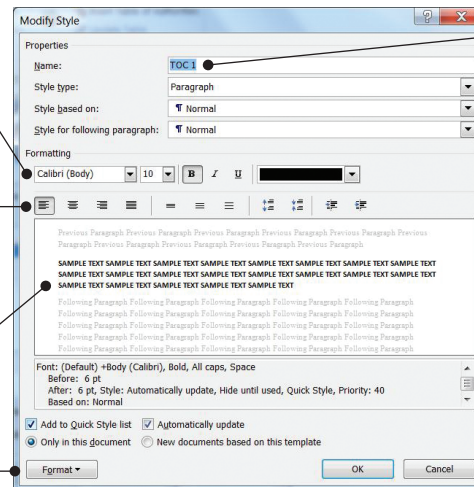
Modify Style dialog box

Font, font size, bold, italics, underline, and text color

Alignment settings

Preview area

Format button will display options to select.



Name of style

Type of style can be paragraph or character.

Style based on

Style for following paragraph

7. SAVE the document as **website_template3** in your USB flash drive in the lesson folder. **PAUSE. LEAVE** the document open to use in the next exercise.

Adding Selected Text to a Table of Contents

Sometimes in a table of contents you might want to include text that has not been formatted with a heading style. The Add Text menu enables you to choose the level at which the new text will appear. The levels available in the previous exercise were Do Not Show in Table of Contents, Level 1, Level 2, and Level 3. When working with tables of contents in other documents that have more levels, additional options may be available on the menu.

STEP BY STEP

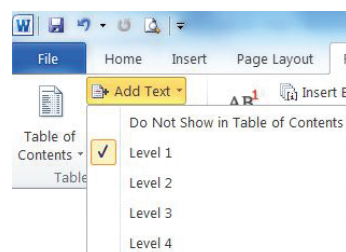
Add Selected Text to a Table of Contents

USE the document that is open from the previous exercise.

1. Scroll to page 2 of the document and position the insertion point before the W in Web Site Creation Strategy.
2. On the Insert tab, in the Pages group, click the **Page Break** button.
3. Select the **Web Site Creation Strategy** text.
4. On the References tab, in the Table of Contents group, click the **drop-down arrow** by the AddText button to display the menu.
5. Select **Level 1** from the menu, as shown in Figure 10-17. Deselect the text.

Figure 10-17

Add Text button and menu



6. SAVE the document in your USB flash drive in the lesson folder. **PAUSE. LEAVE** the document open to use in the next exercise.

Updating a Table of Contents

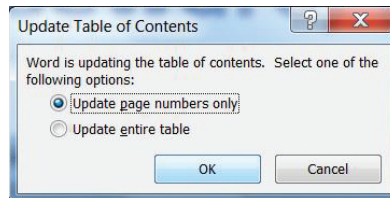
After adding new text, a new page, or modifying the table of contents, the next step is to update the table of contents. In this exercise, you learn to update the table of contents.

STEP BY STEP**Update a Table of Contents****Another Way**

You can also use the shortcut key F9 to open the Update the Table of Contents dialog box.

Figure 10-18

Update Table of Contents dialog box

**CERTIFICATION READY?****6.3.6**

How do you update a table of contents by page numbers only?

CERTIFICATION READY?**6.3.6**

How do you update the entire table of contents?

**Another Way**

You can also update a table of contents using the shortcut key, F9.

USE the document that is open from the previous exercise.

1. Scroll to the beginning of page 1 and click in the Table of Contents to select it. On the References tab, in the Table of Contents group, click the **Update Table** button.
2. The Update Table of Contents dialog box appears. The default, Update page numbers only, is selected, as shown in Figure 10-18; just click **OK**. Notice that the page numbers for the table of contents have been updated.

3. Click **Update Table**, and the Update Table of Contents dialog box appears. Click the **Update entire table** button, and click **OK**. Notice that *Web Site Creation Strategy 3* is added to the table of contents.

4. **SAVE** the document in your USB flash drive in the lesson folder.

PAUSE. LEAVE the document open to use in the next exercise.

Removing a Table of Contents

Remove a table of contents from the document.

USE the document that is open from the previous exercise.

1. On the References tab, in the Table of Contents group, click **Remove Table of Contents**.
2. Delete the page break.
3. **SAVE** the document as *website_template_final* in your USB flash drive in the lesson folder.

CLOSE Word.

SKILL SUMMARY

In This Lesson You Learned How To:	Exam Objective	Objective Number
Apply a hyperlink	Apply a hyperlink to text or graphic.	6.1.1
	Use a hyperlink as a bookmark.	6.1.2
	Link a hyperlink to an email address.	6.1.3
Create endnotes and footnotes in a document	Demonstrate the difference between endnotes and footnotes.	6.2.1
	Configure footnote and endnote format.	6.2.3
	Manage footnote and endnote locations.	6.2.2
	Change footnote and endnote numbering.	6.2.5
	Presentation.	6.2.4
Create a table of contents in a document	Use default formats.	6.3.1
	Set tab leaders.	6.3.4
	Set alignment.	6.3.3
	Set levels.	6.3.2
	Modify styles.	6.3.5
	Update a table of contents.	6.3.6

Knowledge Assessment

True/False

Circle T if the statement is true or F if the statement is false.

- | | | |
|---|---|---|
| T | F | 1. A table of contents is usually found at the end of document. |
| T | F | 2. The manual table of contents option allows you to create a table of contents on your own. |
| T | F | 3. You can choose a hyphen as tab leaders for a table of contents. |
| T | F | 4. Only text formatted with a heading style can be included in a table of contents. |
| T | F | 5. You can choose to update only the page numbers in a table of contents. |
| T | F | 6. Hyperlinks can be applied to text or graphics. |
| T | F | 7. When you create an email link, the Outlook application will automatically open. |
| T | F | 8. A bookmark is a reference point in a document. |
| T | F | 9. An endnote is a citation and placed at the end of the document. |
| T | F | 10. Deleting a footnote or endnote will automatically renumber the remaining footnotes or endnotes. |

Multiple Choice

Select the best response for the following statements.

1. A table of contents is located at the _____ of the document.
 - a. Middle
 - b. End
 - c. Beginning
 - d. None of the above
2. Tab leaders can be changed into what types of symbols for use in a table of contents?
 - a. Periods
 - b. Hyphens
 - c. Lines
 - d. All of the above
3. Which menu will allow you to add content to the table of contents?
 - a. Update Table
 - b. Add Text
 - c. Add Bookmark
 - d. None of the above
4. When adding a page or text to a table of contents, it is recommended that you
 - a. Click the Update Table button on the Ribbon
 - b. Press F9
 - c. Click the Update Table button above the table of contents
 - d. All of the above
5. By default, a footnote is placed
 - a. At the beginning of the document
 - b. At the end of the document
 - c. At the end of the page
 - d. Below text

6. Formatting a footnote in a document, per MLA style, should be
 - a. single spaced with a hanging indent and triple spaced
 - b. single spaced with a hanging indent and doubled spaced between each footnote
 - c. doubled spaced with a hanging indent and single spaced between each footnote
 - d. No format is needed.
7. Hyperlinks can be linked
 - a. From one page to another page
 - b. As a website
 - c. As email
 - d. All of the above
8. Reference points in a document are created using which command?
 - a. Bookmark
 - b. Hyperlink
 - c. Email
 - d. All of the above
9. The Footnote and Endnote dialog box contains an option to change the page number format to
 - a. Uppercase Roman numerals
 - b. A1, A2, A3, etc.
 - c. a and b
 - d. It is not an option.
10. Endnotes can be converted to which of the following?
 - a. Table of contents
 - b. Footnote
 - c. Hyperlink
 - d. They cannot be converted.

Competency Assessment

Project 10-1: Mom's Favorite Recipes

You know that your mom will be sending you more recipes for her cookbook. You decide to create a table of contents using headings in the cookbook, making it easy to update as recipes are added.

GET READY. LAUNCH Word if it is not already running.



The *momsfavorites1* document file for this lesson is available on the book companion website or in WileyPLUS.

1. **OPEN** *momsfavorites1* from the data files for this lesson. On the Home tab, turn on your **Show/Hide** command.
 2. Use the GoTo command to go to page 3. Select the Breads heading and apply the **Heading 1** style to it.
 3. Select the Banana Nut Bread/Chocolate Chip Muffins heading and apply the **Heading 2** style.
 4. Apply the **Heading 2** style to the remaining recipe headings.
 5. On page 1, position the insertion point before the M in Main Dishes.
 6. On the References tab, in the Table of Contents group, click the **Table of Contents** button. Select **Automatic Table 1** from the menu.
 7. Center Contents and apply the Title style.
 8. Select the table and click the **Update Table** button. Update the page numbers only.
 9. **SAVE** the worksheet as *mom_recipes_toc* in your USB flash drive and **CLOSE** the file.
- PAUSE. LEAVE** Word open for the next project.

Project 10-2: Margie Travel

You will be updating the Explore the World flyer created in an earlier lesson. Since this flyer will be shared by email, you want to insert hyperlinks and Margie's email address.

GET READY. LAUNCH Word if it is not already running.



The **exploring_world_flyer** document file for this lesson is available on the book companion website or in WileyPLUS.

1. **OPEN** the **exploring_world_flyer** document from the lesson folder.
2. Select the **Explore the World** text. On the Insert tab in the Links group, select **Hyperlink**.
3. In the address box, key **http://www.margiestravel.com**. Click **OK**.
4. Place the insertion point at the end of the paragraph, press **Enter**. Key **Contact: Margie** and **align right**.
5. Select **Margie** and in the Links group, click **Hyperlink**, then select **E-mail address**.
6. For the E-mail address, key **Margie@margiestravel.com**. Click **OK**.
7. **SAVE** the document as **world_flyer_update** in your USB flash drive and close the file.

LEAVE Word open for the next project.

Proficiency Assessment

Project 10-3: First Ladies

You will be modifying the First Ladies document by formatting the footnotes and changing the number format.

GET READY. LAUNCH Word if it is not already running.



The **firstladies4** document file for this lesson is available on the book companion website or in WileyPLUS.

1. **OPEN** the **firstladies4** document from the lesson folder.
2. At the end of page 1, select the first footnote and format the footnote with a hanging indent, single space and spacing after to 12 pts. between each footnote.
3. Complete the same process in step 2 for the second and third footnote.
4. Place the insertion point after the first footnote below the horizontal line. On the References tab in the Footnotes group, launch the Footnote and Endnote dialog box and change the number format to lowercase Roman numerals.
5. **SAVE** the worksheet as **firstladies4_update** in your USB flash drive in the lesson folder and **CLOSE** the file.

LEAVE Word open for the next project.

Project 10-4: Computer Use Policy Contents

Add a table of contents to the Computer Use Policy document.

GET READY. LAUNCH Word if it is not already running.



The **computeruse2** document file for this lesson is available on the book companion website or in WileyPLUS.

1. **OPEN** **computeruse2** from the data files for this lesson.
2. Select the title, **Computer Use Policy**, and apply the Title style.
3. Select **Section One** and apply the Heading 1 style.
4. Select **Purpose** and apply the Heading 2 style.
5. In the same manner, continue applying the **Heading 1** and **Heading 2** styles to the headings for the remainder of the document.
6. On page 1, position the insertion point before the C in Computer Use Policy and insert a built-in table of contents using the Automatic Table 1 style.
7. With the insertion point in front of the C in Computer Use Policy, insert a page break.
8. **SAVE** the document as **computer_use_toc** in your USB flash drive and **CLOSE** the file.

PAUSE. LEAVE Word open for the next project.

Mastery Assessment

Project 10-5: USA Proposal

You need to add a table of contents to the USA Proposal document. However, the document was created without using heading styles, and you cannot change the format of the document. Use the Add Text command to create a table of contents.

GET READY. LAUNCH Word if it is not already running.

 The *USAp Proposal* document file for this lesson is available on the book companion website or in WileyPLUS.

1. **OPEN** *USAp Proposal* from the data files for this lesson.
2. Use the AddText command to create a table of contents with three levels. Level 1 will be the Proposal Description, Level 2 will be the three Options, and Level 3 will be the cities listed under each option.
3. Add a page break at the beginning of the document and select the hidden mark and Clear Formatting and create a blank line.
4. Key **Table of Contents**. Change the font to **Arial**, font size to **20 pts**, and spacing after to **12 pts** and **center**.
5. Create a manual table of contents using the Formal format.
6. **SAVE** the document as *USA_proposal_toc* in your USB flash drive in the lesson folder and **CLOSE** the file.

PAUSE. LEAVE Word open for the next exercise.

Project 10-6: Computer Use Policy Contents Update

You will be using Project 10-4 to update a table of contents.

GET READY. LAUNCH Word if it is not already running.

1. **OPEN** the *computer_use_toc* completed in Project 10-4.
2. Delete all of Section Seven by selecting text beginning at Section Seven to the end of the paragraph under Encryption.
3. Renumber Section Eight to **Section Seven**, renumber Section Nine to **Section Eight**, and renumber Section Ten to **Section Nine**.
4. Return to the table of contents and update the entire table of contents.
5. **SAVE** the worksheet as *computer_toc_update* and **CLOSE** the file.

CLOSE Word.



INTERNET READY

The skills you are learning from this book are giving you a good foundation for using Word in the workplace. There may be times when you want to perform a task that goes beyond what you have already learned. The Internet can be a great resource for finding additional information. Use the Internet to search for information about one of the following bookmark topics and then write a brief paragraph answering the topic's question or explaining how to accomplish the task. Document your sources by including the URL in your answer.

- The Bookmark dialog box has a Hidden Bookmarks check box. What is the purpose of this check box? Is it possible to hide a bookmark? If so, how?
- It is easy to delete a bookmark using the Bookmark dialog box. Suppose you want to protect bookmarks from being deleted. Is this possible? If so, how? If not, why not?
- List the steps you would follow to create a hyperlink in an HTML page to a bookmark in a Word document.
- You want to highlight the bookmarks in your document by making them bold so you can see them better. Is this possible? If so, how?